



M700 Package Services

## M710 Parcel Post

**Summary** M710 describes the preparation, sortation, and documentation requirements for Parcel Post mailings.

### 1.0 BASIC REQUIREMENTS

**General** All mailings at Parcel Post rates are subject to these general standards:

- 1.1
  - a. Each mailing must meet the applicable standards in [E710](#), [E711](#), [E751](#), and M010 and M030.
  - b. All pieces that are palletized must be prepared under [M045](#).
  - c. There are no presort, sacking, or labeling standards for single-piece rate Parcel Post.

**Marking** Marking requirements for Parcel Post are as follows:

- 1.2
  - a. Destination Entry Rate Mail. Each piece mailed at a DBMC, DSCF, or DDU Parcel Post rate must bear the marking “Parcel Post” (or “PP”) or “Parcel Select” in the postage area as described under [M012](#). If “Parcel Select” is shown in the postage area, then no other marking is required. If “Parcel Post” (or “PP”) is shown in the postage area, then the additional marking “Drop Ship” (or “D/S”), or “Parcel Select,” or both, must be placed on each piece in either the postage area or the address area (as described under [M012](#)) to indicate that the piece was entered at a destination entry rate.
  - b. Other Parcel Post Mail. Pieces must bear the marking “Parcel Post” (or “PP”) in the postage area as described under [M012](#).

**Separation** Except for mail entered at DSCF or DDU rates (which are not zoned rates), Parcel Post pieces must be separated by zones when presented for acceptance unless either the correct postage is affixed to each piece or the mailing is prepared under [1.4](#), or the mailing is presented under a special postage payment system under [P910](#), [P920](#), or [P930](#). If DSCF sacks prepared under [2.2](#) are included in the same mailing as DSCF pallets prepared under [M045.12.1e](#), then at the time of acceptance the mailer must separate the sacks that are overflow from palletized mail from those sacks that were prepared under the provisions of [2.2](#).

**Commingled Zones** Zoned Parcel Post pieces need not be separated by zones when presented for verification, other than as individual pieces or with full correct postage affixed to each piece, subject to this section. Nonidentical-weight pieces not bearing the full correct postage may not be commingled unless authorized by the BMS manager. The mail must be prepared and documented under either of the following:

- a. [P910](#) or [P930](#); or
- b. All of these conditions:
  - (1) A unique number is assigned to each sack/pallet in the mailing and printed on a separate line at the top of the sack/pallet label (above the Line 1 information).
  - (2) A detailed list accompanies each mailing or mailing segment, sequenced numerically by the numbers assigned to sacks/pallets in the mailing, that shows the post office where the mail is to be entered (entry post office), a unique identifier for the mailing or mailing



segment that also appears on the corresponding postage statement(s), the name and address of the mailer, the permit number (if applicable), the date of mailing, individual line entries for each sack/pallet, and the total number of pieces to each zone and in the entire mailing or mailing segment. Line entries for sacks/pallets containing mail for only one zone must show the sack/pallet number, the sortation level, the zone for which the mail is destined, and the total number of pieces for the sack/pallet. Entries for sacks/pallets containing mail for more than one zone must also show (by zone) the number of pieces to each 3-digit ZIP Code area and the total number of pieces for that zone for the sack/pallet. Mailings are not accepted if there are discrepancies between the information in the detailed listing or on the postage statement and the results of USPS random verification of piece counts and postage.

**Documentation**

1.5

Parcel Post mailings must be documented as follows:

- a. Postage Statement. A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each bulk mailing (a mailing that includes pieces qualifying for rates that require a 50-piece minimum volume requirement).
- b. Other Documentation. When presented for acceptance, documentation of postage by entry office and presort level (e.g., by BMC for DBMC, OBMC Presort and BMC Presort mail and by 5-digit ZIP Code for DSCF and DDU rates) is required under [P910](#), [P920](#), or [P930](#). Except for DSCF rate mail palletized under the alternate preparation option that requires separate documentation, other documentation is not required when the correct rate is affixed to each piece, or when each piece is of identical weight and the pieces are separated by zone and within each zone are grouped by pieces subject to the same combination of rates. DSCF rate mail palletized under the alternate preparation option in [M045](#) must submit the detailed documentation required in [M045.12.2](#).

**2.0 DSCF RATE****General**

2.1

To qualify for the DSCF rate, pieces must be for the same SCF area under [L005](#) and must be prepared as follows:

- a. Sorted to optional 5-digit scheme destinations under [L606](#), Column B, and 5-digit destinations, either in sacks under [2.2](#) or directly on pallets or in pallet boxes on pallets under [M041](#) and [M045](#). Pieces must be part of a mailing of at least 50 Parcel Post pieces. They must be entered at the designated SCF under [L005](#) that serves the 5-digit ZIP Code destinations of the pieces except when palletized and entry is required at a BMC (see [Exhibit E751.6.0](#)). The DSCF rate is not available for palletized mail for facilities that are unable to handle palletized mailings. Refer to the Drop Shipment Product available from the National Customer Support Center (NCSC) (see [G043](#)) and Exhibits [E751.7.0](#) and [E751.8.0](#) to determine if the facility serving the 5-digit destination can handle pallets. There is a charge for the Drop Shipment Product.
- b. Any remaining nonmachinable parcels (as defined in [C700.2.0](#)) sorted to 3-digit ZIP Code prefixes in [L002](#), Column C. Machinable parcels may not be sorted to the 3-digit level.



## DSCF Sack Preparation

### 2.2

Sacking requirements for DSCF rates are as follows:

- a. Only 5-digit scheme and 5-digit sacks are permitted.
- b. Each 5-digit scheme and 5-digit sack must contain a minimum of seven pieces. Machinable and nonmachinable pieces may be combined in the same sack to meet this requirement. One overflow sack per 5-digit ZIP Code is permitted (no piece minimum).
- c. 5-digit scheme sack labeling: Line 1, use [L606](#), Column B; for Line 2, "PSVC PARCELS 5D SCH."
- d. 5-digit sack labeling: Line 1, use city, state, and 5-digit ZIP Code destination of pieces, preceded for military mail by the correct prefixes under [M031](#); for Line 2, "PSVC PARCELS 5D."
- e. 3-digit nonmachinable sack labeling: Line 1, use [L002](#), Column A; for Line 2, "PSVC IRREG 3D."
- f. See [M045](#) for option to place 5-digit scheme and 5-digit DSCF sacks and 3-digit nonmachinable sacks on an SCF pallet.

## 3.0 DDU RATE

The requirements for the DDU rate are as follows:

- a. For the DDU rate, pieces must be part of a mailing of at least 50 Parcel Post pieces.
- b. The pieces must be entered by the mailer at the postal facility where the carrier delivers the parcels (delivery unit) as defined in [E751](#).
- c. There are no minimum sacking or pallet preparation standards. DDU rate mailings may be bedloaded, sacked, placed directly on pallets, or placed in pallet boxes on pallets. Machinable and nonmachinable pieces may be combined in the same sack or on the same pallet (including pallet boxes on pallets).
- d. If the delivery unit serves more than one 5-digit ZIP Code, the pieces must be separated by 5-digit ZIP Code when unloaded, unless prepared as optional 5-digit scheme sacks or pallets. Refer to the Drop Shipment Product available from the National Customer Support Center (see [G043](#)) and [E751.Exhibit 7.0](#) and [E751.Exhibit 8.0](#) to determine the location of the delivery unit, whether it serves more than one 5-digit ZIP Code, and whether it can handle pallets. There is a charge for the Drop Shipment Product.
- e. If mail is sacked, it must be labeled as follows:
  - (1) 5-digit scheme sack labeling: Line 1, use [L606](#), Column B; for Line 2, "PSVC PARCELS 5D SCH."
  - (2) 5-digit sack labeling: Line 1, use city, state abbreviation and 5-digit ZIP Code destination of pieces, preceded for military mail by the correct prefixes under [M031](#); for Line 2, "PSVC PARCELS 5D."

## 4.0 OPTIONAL MACHINABLE PARCEL PREPARATION

### Basic Standards

#### 4.1

Mailers may opt to prepare Parcel Post machinable parcels in sacks under [4.2](#) or on pallets under [M045](#). Pieces must be separated by zones when presented to the USPS unless either the correct postage is affixed to each piece or the mailing is prepared under [1.4](#).

**Sack Preparation**

4.2

Sack size, preparation sequence, and Line 1 labeling:

- a. 5-digit scheme: optional (minimum of 10 pieces or 20 pounds); for Line 1, use [L606](#), Column B.
- b. 5-digit: required (minimum of 10 pieces or 20 pounds); for Line 1, use 5-digit ZIP Code destination of pieces (see [M031](#) for military mail).
- c. ASF: optional; allowed only for mail deposited at an ASF to claim the DBMC rate (minimum of 10 pieces or 20 pounds); for Line 1, use [L602](#). Exhibit E751.1.3d determines DBMC rate eligibility.
- d. BMC: required (minimum of 10 pieces or 20 pounds); for Line 1, use [L601](#). [Exhibit E751.1.3](#) determines DBMC rate eligibility.
- e. Mixed BMC: required (no minimum); for Line 1, use “MXD” followed by the Column B information in [L601](#) for the BMC serving the 3-digit ZIP Code prefix of the entry post office.

**Sack Line 2**

4.3

Line 2:

- a. 5-digit scheme: “PSVC MACH 5D SCHEME” or “PSVC MACH 5D SCH.”
- b. 5-digit: “PSVC MACH 5D.”
- c. ASF: “PSVC MACH ASF.”
- d. BMC: “PSVC MACH BMC.”
- e. Mixed BMC: “PSVC MACH WKG.”